



## **SOUTHEAST CLIMATE & ENERGY NETWORK INTERNSHIP OPPORTUNITY**

Position Title: Funding & Development Intern  
Location: Fully Remote (must reside in the Southeast)  
Duration: Spring Semester (or approx. 5 months)  
Hours: 6-8 hours per week

### **About SCEN**

The Southeast Climate & Energy Network (SCEN) is a 501(c)(3) non-profit organization dedicated to confronting the climate crisis by fostering strategic alignment, building capacity, and empowering member organizations and their communities throughout the Southeastern United States. SCEN serves a network of 80 organizations, consisting of national, regional, state, and local groups. All with the goal to advance renewable energy production and environmental justice in the Southeast.

### **Position Overview**

The Development Intern position will play a key role in supporting the organization's fundraising and development efforts. This position offers hands-on experience in grant research, proposal writing, and energy and environmental advocacy while contributing to SCEN's mission of advancing climate and energy solutions in the Southeastern U.S. Working within the Development Team, the intern will assist in identifying funding opportunities, drafting grant proposals, and tracking application deadlines. This is an excellent opportunity for students or early-career professionals interested in nonprofit development, environmental advocacy, and sustainability.

There is no hourly compensation provided for internships, however, at the completion of a successful internship term, SCEN will provide a \$500 completion bonus. Additionally, SCEN will reimburse pre-approved expenses associated with the internship, such as travel.



## Key Responsibilities

- Conduct research on potential grant opportunities from foundations, corporations, and government sources.
- Assist in drafting, editing, and formatting grant proposals, and letters of support.
- Track grant deadlines and application requirements, ensuring timely submission.
- Support post-award grant reporting, including compiling impact data and success stories.
- Maintain donor and grant databases, keeping records up to date.
- Collaborate with SCEN staff to align proposals with program needs and organizational goals.

## Learning Outcomes

- Develop Grant Writing Skills: Gain hands-on experience in writing compelling grant proposals, letters of inquiry, and funding reports. Learn how to tailor grant applications to align with funder priorities and organizational needs.
- Enhance Research Abilities: Learn how to identify and evaluate funding opportunities from foundations, corporations, and government agencies. Develop proficiency in using grant databases and research tools to track potential funding sources.
- Deepen Understanding of Climate & Energy Advocacy: Learn how nonprofit organizations like SCEN advance climate and energy solutions through policy, advocacy, and community engagement. Understand how funding supports program development and organizational sustainability in the environmental sector.

## Qualifications

- Currently enrolled in or recently graduated from a college or university program
- Strong research, analytical, and communication skills.
- Ability to work collaboratively in a team setting and engage with a diverse range of stakeholders.
- Self-motivated, detail-oriented, and able to manage multiple tasks effectively.
- Interest in climate and energy issues and a commitment to sustainable practices.

## Application Process

Interested candidates should submit a resume and a brief cover letter outlining their interest in the position and relevant experience to [ethan@scen-us.org](mailto:ethan@scen-us.org) by February 28th, 2025.

Join us in making a positive impact on climate and energy policies in the Southeast! We look forward to your application.